



# COMMONWEALTH of VIRGINIA

*Department of Corrections*

DIRECTOR  
Gene M. Johnson

P.O. BOX 26963  
RICHMOND, VIRGINIA 23261  
(804) 674-3000

## **General Requirements for Human Subjects Research Proposal Submission**

Submit via e-mail (if using standard mail, submit 5 copies) the attached Research Proposal and Research Agreement form (which can also be found at the following website:

<http://www.vadoc.state.va.us/resources/research-ops/default.htm>). Please limit the proposal to approximately 15 pages, not including CV, surveys, references, tables and other related matter. Note that this is a sample outline to use as a guide in completing your Research Proposal. You may submit your affiliate's IRB form in place of this as long as all of the sections listed are addressed.

Your research proposal must include a thorough description of your study including timeline, design, sampling, methods, potential costs to the Department (including required resources from the Dept. such as personnel, supplies/materials, equipment, workspace, access to participants and files), a discussion of the proposal in the context of relevant literature, any surveys or instruments you plan on using, informed consent form(s), your university's IRB approval (if applicable), and the curriculum vitae of all persons named as investigators and/or project advisors. Please discuss the benefits to the Department as well as the field of study. For those that have gone through the IRB process in a university setting, submission of the same materials is *usually* (with the addition of the aforementioned form) adequate.

At the same website, you can find the departmental regulations for conducting research at the Virginia Department of Corrections. No human research may be conducted without informing the participant or his legally authorized representative in writing of the risks, procedures, and discomforts of the research. The voluntary informed consent of the participant or his legally authorized representative to participate in the research must be documented in writing. **If the study participant is under DOC supervision, the informed consent must be supported by signature of a witness not involved in the research.** For a study involving incarcerated participants, consent should clearly state that inmates are to contact the researcher **in writing** with questions about the study. The informed consent form should include a contact address but not a phone number. Upon release they may contact the researcher by phone if any questions arise.

Once complete materials are submitted, the proposal will go before the Human Research Review Committee. If approved (after any revisions), the Deputy Director of DOC must approve the study and the warden of the facility (if doing research in institutions) or the Chief Probation Officer (if doing research in community corrections) must also approve before permission is granted. This process takes at least two months.

Please submit all materials electronically or mail/fax to:

Dr. Tama S. Celi

Virginia Department of Corrections

Research & Management Services Unit

P.O. Box 26963

Richmond, VA 23261

(804) 674-3268 x1256

Fax: (804) 674-3590

Email: [tama.celi@vadoc.virginia.gov](mailto:tama.celi@vadoc.virginia.gov)